

d. Compensatory time off.

(3) *Time limit on use of compensatory time.* Compensatory time shall be carried from one pay period to another pay period subject to the following restrictions:

(a) The maximum amount of compensatory time that an employee may accumulate at any one time is 160 hours. All time earned in excess of this level will be converted to paid overtime. Due to the tracking limitations of the Uniform Payroll System (UPS), an employee payrolled by UPS may have some of the compensatory time converted to paid overtime regardless of whether the 160 hour limit has been reached; this will occur only in unusual situations when an employee has accumulated compensatory time at more than six different pay rates.

(b) The timely use of compensatory time is a responsibility of both the supervisor and employee. Compensatory time is to be used before annual leave; an exception to this policy will be granted when the use of compensatory time would result in the loss of accrued annual leave at the end of the leave year.

(4) *Disposition of unused compensatory time upon separation from the Department.* It is the responsibility of the supervisor and employee to schedule the use of compensatory time prior to separation from the Department. However, should the employee have a compensatory time balance upon separation all unused accumulated compensatory time will be converted to paid overtime at the time of separation.

(5) *Transferring compensatory time balances within the Department.* When an employee is reassigned to or from an organization not payrolled by UPS, the payroll office will record the employee's compensatory time balance under "Remarks" on the SF 1150, Record of Leave and other Data.

(6) *Compensatory time off for religious observances.*

(a) Compensatory time off for religious observances earned under 5 CFR 550.1002 will be maintained under a separate balance and is not subject to the restrictions of 1-3.d. (3) of this chapter.

(b) When an employee leaves the Department or is reassigned within the Department, the

supervisor authorized to approve overtime must attach a notification to the final time and attendance card indicating any remaining religious compensatory time balance. As religious compensatory time may be advanced, the notification must specifically state whether the balance is to the employee's credit or debit.

(c) When an employee is reassigned to or from an organization not payrolled by UPS, the payroll office will record the employee's religious compensatory time under "Remarks" on the SF 1150, Record of Leave and Other Data.

(d) *Disposition of a negative balance.* When an employee is reassigned within the Department, a negative balance will be carried over to the new organization; within a reasonable amount of time after the move arrangements are to be made by the new organization for repayment by the appropriate amount of compensatory overtime. When an employee leaves the Department, negative balances will be deducted from the employee's final paycheck.